



Vacancy summary			
Job title	Ministerial Correspondence Manager	Job reference	0771CCGC
Group	Corporate Centre	Team	Correspondence and Information Rights
Line manager	Paul Morran	Range	C
Closing date	13 February 2012		

Salary range

£21,621 - £24,402
Permanent Appointment

About HM Treasury

The Treasury is the United Kingdom's economics and finance ministry. It is responsible for formulating and implementing the government's financial and economic policy. Its aim is to raise the rate of sustainable growth, and achieve rising prosperity and a better quality of life with economic and employment opportunities for all.

About the Group

Corporate Centre

The Corporate Centre Group delivers key services to the Treasury: human resources, information technology, accommodation, finance and commercial. It also leads the implementation of the Strategic Review and work in the areas of information management, information rights and correspondence work.

Key Accountabilities

Ministers attach great importance to their correspondence with Parliamentary colleagues. Direct communication with MPs and the public is an important aspect of Treasury engagement with stakeholders and of its accountability requirement.

The appointees will fulfil a new role in central drafting of Ministerial and Treat Official correspondence, so as to improve the Treasury's effectiveness and efficiency in delivering this service to Ministers, members of Parliament and citizens. The role will include:

1. Producing accurate finished drafts employing standard lines and ensuring letters read well and adequately address the enquiry in question.
2. Maintaining effective relations with Private Office staff and policy owners to ensure smooth passage of drafts.



3. Contributing to maintenance of standard lines, alerting management and colleagues to areas that need updating or supplementing.
4. Contributing to the development and exploitation of systems and management information to enhance effectiveness.
5. Supporting redesign of internal processes and user support for case management system.

Person Specification

Required Skills, Knowledge and Experience:

1. Experience of delivering a fast paced customer service
2. Experience of drafting high quality ministerial or chief executive level correspondence and distilling complex issues for a lay audience
3. Excellent Microsoft Office skills
4. Broad knowledge of the work of HM Treasury

Key competencies

Thinking strategically	Y	Managing people	N	Managing resources	N
Analysis and use of evidence	N	Open communication	Y	Achieving results	Y
Thinking and developing professionally	Y	Appreciating people	N	Delivering together	Y

Working arrangements

The post will be based in London. This post is available on a full time/part time/job share basis, and flexible working hours can be accommodated.

HM Treasury operates a Deployment Policy details of which can be found at the following link: <http://www.hm-treasury.gov.uk/d/deploymentpolicy.pdf>

Application details

To apply for this post, you should complete an application form and submit it to paul.morran@hmtreasury.gsi.gov.uk, copying in hrrecruitment@hmtreasury.gsi.gov.uk, quoting the job reference number in your e-mail.

Current Civil Servants should submit the following:

- A completed application form
- Two most recent appraisal reports
- A Promotion to Post assessment where applying on promotion

Candidates successful through the sifting process will be required to complete a skills assessment.

Diversity statement

HM Treasury has a strong commitment to equality and diversity. Our aim is to be a department which is open and



accessible, recruiting and retaining diverse, talented and high-performing people who support and develop one another.

HM Treasury guarantees to interview any disabled applicants, provided they meet the required criteria for the post, and confirm on their application, their eligibility for the guaranteed interview scheme.

Eligibility	
Open on promotion?	Y
External competition – This post is subject to full open competition and will be advertised internally and externally via a civil service trawl and media advert. All are eligible to apply.	<input checked="" type="checkbox"/>
Civil service trawl – This post is being advertised internally and across the civil service. Only permanent civil service employees and those appointed on a fixed term basis through fair and open competition are eligible to apply.	<input type="checkbox"/>
Internal only – This post is being advertised internally. Only permanent Treasury employees and those appointed on a fixed term basis through fair and open competition are eligible to apply. Individuals that came on loan to HM Treasury after 19 th September 2011 are not eligible to apply under the terms of their loan agreement.	<input type="checkbox"/>

If in doubt about your eligibility to apply for this post, please contact HR Recruitment on: 01603 704741 Option 1 for further advice.